

NEETHU T M



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PROFILE SUMMARY

Dedicated & Experienced Professional with a strong background in accounts work and a track record of success in both leadership and collaborative roles. Possesses an M. Com and an MBA in Finance. Proficiency in financial analysis, reporting, and compliance, excelling in optimizing financial processes and ensuring accuracy. Also possess a strong background in healthcare management, strategic planning, and regulatory compliance. Committed to delivering excellence through meticulous attention to detail and a passion for continuous learning in the ever-evolving world of finance.

KEY SKILLS

- Professionalism
- Budgeting and Forecasting
- Financial Analysis
- Audit and Compliance
- Account Reconciliation
- Bookkeeping
- Healthcare Management
- Cash Management
- Multitasking
- Inventory Management
- Financial Risk Management
- Administrative Skills
- Accounting Ethics

EMPLOYMENT CHRONICLE

ASSISTANT MANAGER | 2019 - 2021

ERAM MOTORS

Duties & Responsibilities

- Prepared Profit and Loss statements (P&L).
- Conducted bank reconciliation statements, Monitored daily accounting activities.
- Generated TDS and GST statements, Coordinated and completed internal and tax audits.
- Assisted in financial forecasting and budgeting, contributing to strategic planning.
- Played a key role in optimizing cash flow management and investment strategies.
- Implemented cost-saving initiatives and efficiency improvements within the finance department.
- Managed and organized office files, documents, and records.
- Scheduled appointments, meetings, and conferences.
- Handled incoming and outgoing correspondence, emails, and phone calls.
- Greeted and assisted customers in a friendly and professional manner.
- Addressed customer inquiries, concerns, and requests.

AUDIT ASSISTANT | 2016 - 2018

FINNEONE TAX & SERVICE

Duties & Responsibilities

- Assisted senior auditors in planning and conducting financial, operational, or compliance audits.
- Contributed to the development of audit programs and risk assessments.
- Conducted preliminary research and data gathering for audit assignments.
- Helped in the preparation of working papers and audit reports.
- Maintained organized and well-documented audit files and records.

- Ensured compliance with auditing standards and internal policies.
- Collaborated with audit teams to communicate audit objectives and findings.
- Conducted interviews and discussions with personnel to gather information and insights.
- Drafted clear and concise audit memos and reports.

ACADEMIC CREDENTIALS

M. Com | Finance

Pursing

● **MG university**

MBA | Finance

2021 | 70%

● **Pondichery university**

B. Com | Finance

2012 | 50%

● **MG University**

CERTIFICATION COURSES

- **Hospital Administration | 2023**
ISSD, Cochin
- **Master in Computerized Financial Accounting | 2014**
Ace College

COMPUTER SKILLS

- MS Office
- Tally
- Peachtree
- Vat & GST
- Net browsing
- Basic Operation

LANGUAGES KNOWN

- English : Reading, Writing, Spoken Interaction
- Malayalam : Reading, Writing, Spoken Interaction
- Hindi : Reading, Writing, Spoken Interaction

PERSONAL DOSSIER

Gender : Female
Date of Birth : 31/08/1989
Marital Status : Married
Nationality : Indian
Permanent Address : Punnapully House, Karukulangara, Irinjalakuda P.O
Thrissur, Kerala, India, Pin- 680121
Passport Number : **V0867351**
Date of Expiry : 31/03/2031

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.